

How to Register as a Self-Represented Litigant

1. Access the website <https://efile.azcourts.gov>
2. Locate the **Register Now** section > Select the role **Self-Represented Litigant** from the drop-down menu > Select **Register**

Welcome to the Arizona Judicial Branch Statewide eFiling System

News & Information

Help ?

Login

* Required Field

* User Name:

* Password:

Do not have an account - Register Now!

If you don't have an eFileAZ account, please choose your role, then click Register.

* Role:

This website is best viewed in Internet Explorer 11 and above, Mozilla Firefox, and Google Chrome.

Do not have an account - Register Now!

If you don't have an eFileAZ account, please choose your role, then click Register.

* Role:

3. *The Account Registration page opens (1 screenshot below) > Complete the **Required fields**, which are marked with a red asterisk (*)*
 - a. **Registration Type:** *Setup Person* is selected by default
 - b. **Role:** *Self-Represented Litigant* is selected by default
 - c. **Password:** Must contain **6 to 16 characters**, and include at least **one number**
 - d. **Security Question/Answer:** Must be used to **activate** the user's account, and *may be used to access the user's account if the password is forgotten*
 - e. **Alternate Email:** Enter additional email addresses that should receive a **courtesy copy** of any eFiling correspondence that is sent to the user
 - f. **Consent:** View the Terms of Use at: <https://efile.azcourts.gov/Arizona/Misc/TermsOfUse.aspx>
 - i. A link is always available in the **bottom left corner** of the eFileAZ webpages, *and the page will open in a new tab*
 - g. To complete the registration process, select the **Register** button

Account Registration

Registration Type: ☒ Setup Person ☐ Setup Organization (Business/Exempt Agency/Law Firm/Government Agency)

Role: Self-Represented Litigant

User Name:

Password:

Re-type Password:

Security Question: Select Security Question ☒

Security Answer:

First: **Middle:** **Last:** **Suffix:**

Name: First Name Middle Name Last Name

Primary Email:

Alternate Email1/Email2: Alternate Email1 Alternate Email2

Address 1/2: Address 1 Address 2

Country/City: UNITED STATES City

State/ Zip Code: Select State Zip Code

Phone # (Format ###-###-####): Phone Number Format ###-###-#### Extension:

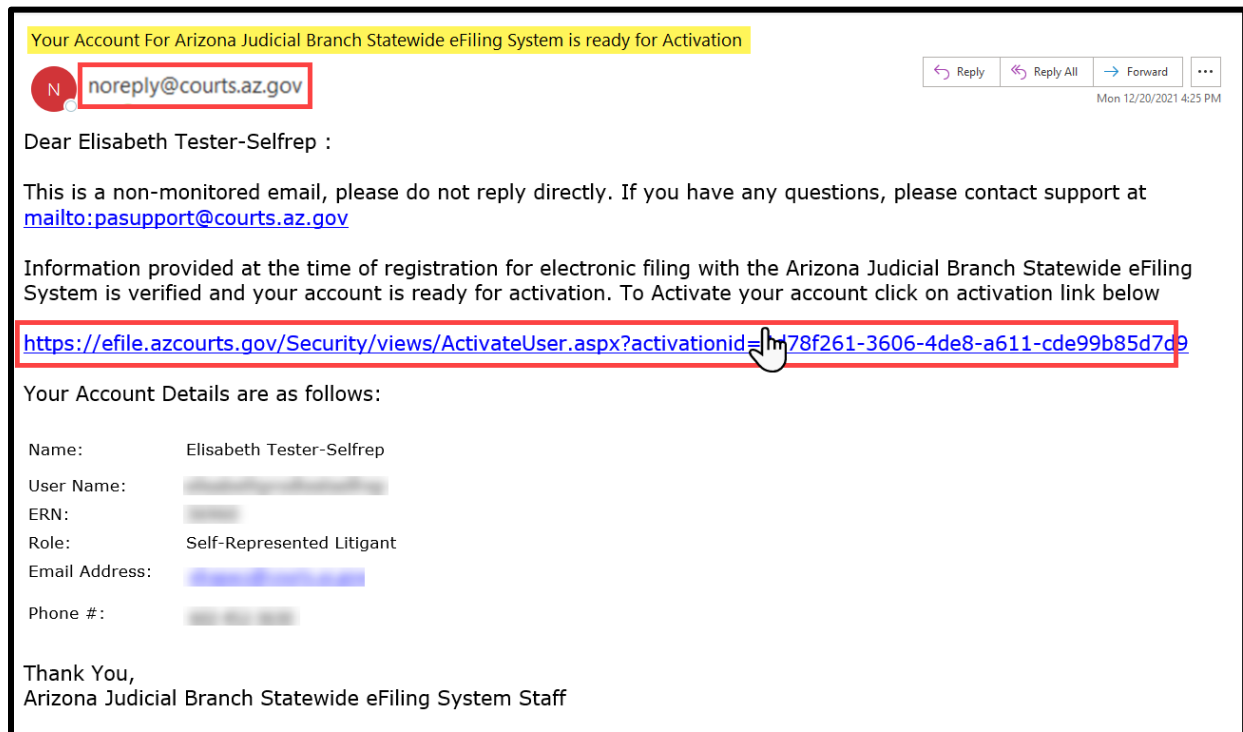
CONSENT: By clicking the "Register" button, I understand and agree to the Terms & Conditions governing the use of the Arizona Courts eFiling System. Additionally, by electronically filing through the Arizona Courts eFiling System, I understand and agree to electronic service of court documents submitted on my cases via email at the address(es) I have provided.

Register

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4. The user's primary and alternate email addresses will receive an activation link from noreply@courts.az.gov
 > To activate the account, select the **hyperlink** in the body of the email



- a. The account activation page will open, and the security question selected during registration will be pre-selected > Enter the **Security Answer** > Select the **Activate** button

The screenshot shows the "Account Activation" page. It features a "Security Question:" dropdown menu with "Favorite Pet" selected. Below it, a "Security Answer:" text input field contains the text "Security Answer". A red box highlights the "Security Answer" field. At the bottom, there is a blue "Activate" button with a mouse cursor pointing to it.

- b. The user's account is now ready for use